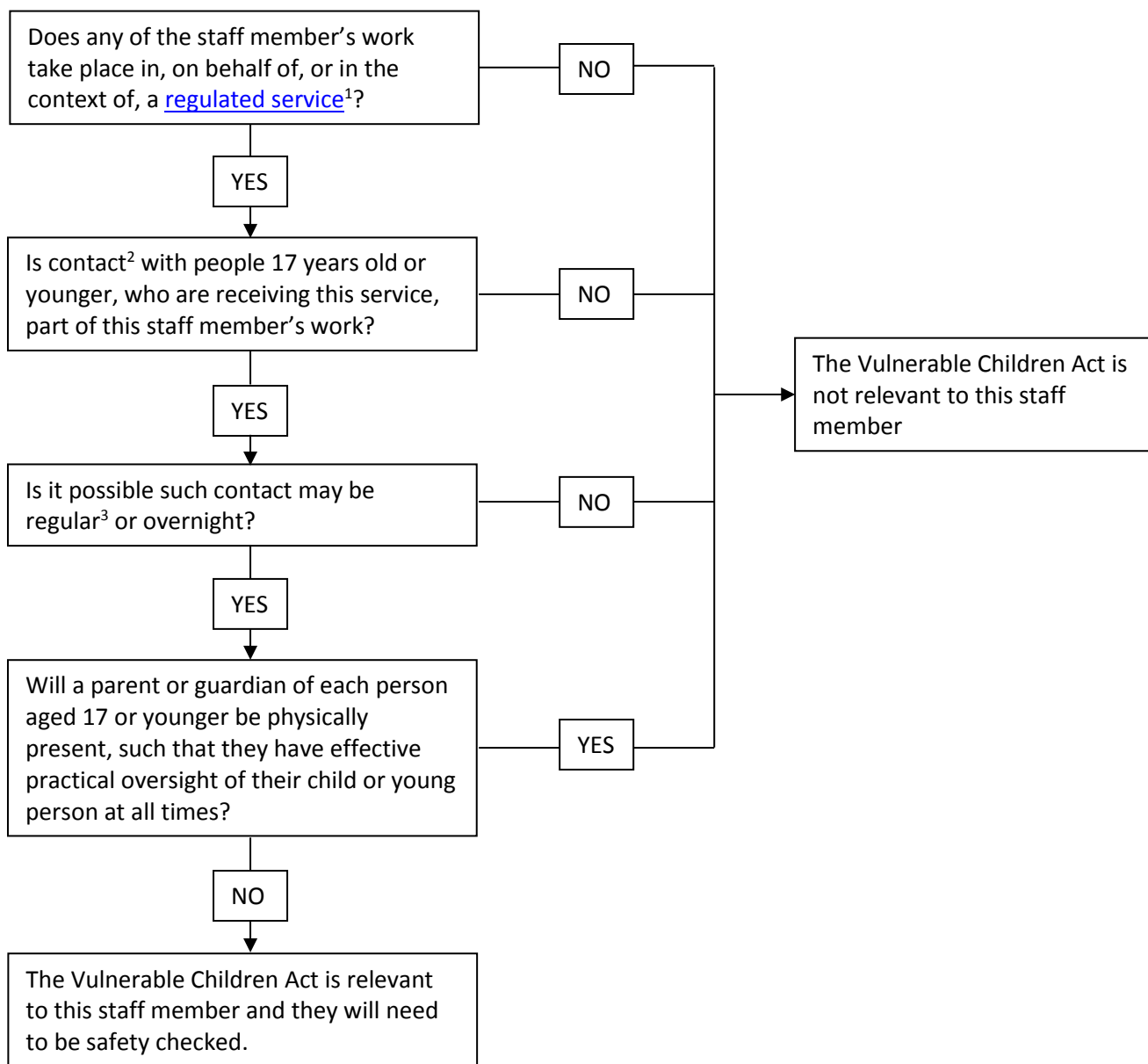


Flowchart for Determining if the VCA applies to a Staff Member

This flowchart should be used to determine the relevance of the Vulnerable Children Act to staff activities except for research projects requiring ethical approval. Such research projects should be considered on a case-by-case basis using the *Flowchart for Determining if the Vulnerable Children Act applies to a Research Project*.



1. **Regulated Services** include welfare, counselling, health and school services within New Zealand. University research, teaching and administrative activities are not usually included except where they involve the delivery of, or take place in the context of another party's delivery of, these services.
2. **Contact** is defined as physical contact, oral communication in person or by telephone, or communication through any electronic medium.
3. **Regular Contact** means that the staff member would be expected to have contact with a young people or children as part of their University work at least once per week or at least four days per month.

If it is unclear as to whether the Act is relevant to a given staff member, it is recommended advice be sought from the Manager of HR Services at helen.mason@otago.ac.nz. **Human Resources will coordinate the safety checking of staff members.**